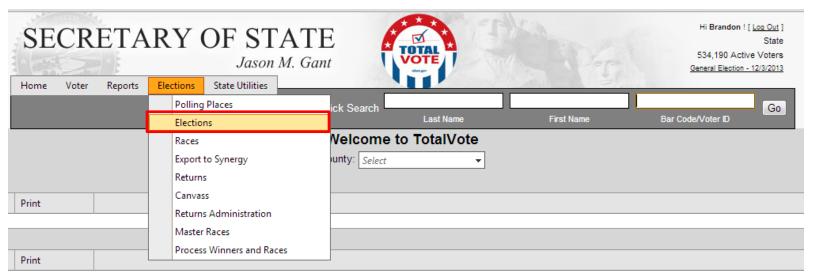
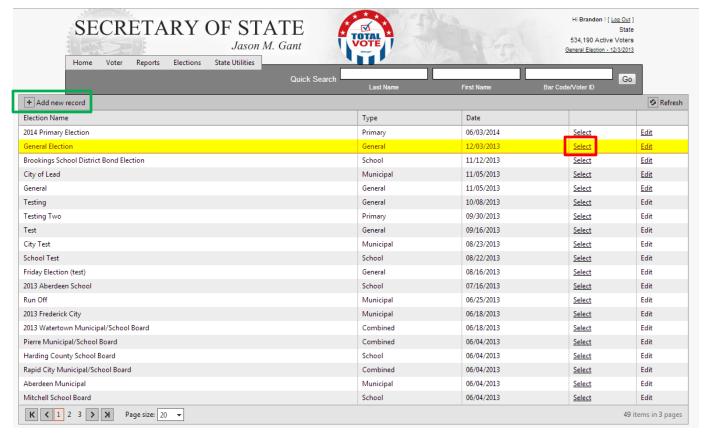
Adding Candidates

Adding a candidate into TotalVote begins with selecting the correct election in which the voter will be a candidate in. If you have not created the election yet in TotalVote, you will need to create an election prior to adding candidates. To create an election, choose **Elections** from the **Elections** dropdown menu.

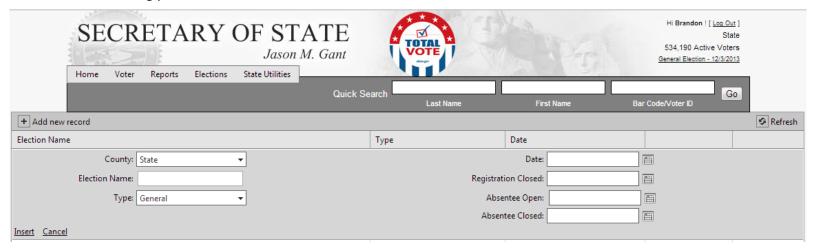


Your screen should look similar to the picture below. (Every county will look different, as the elections are unique to your county). The screen shot below was taken from the TotalVote test site and shows many elections that are used for testing purposes. Your screen should not be as full.

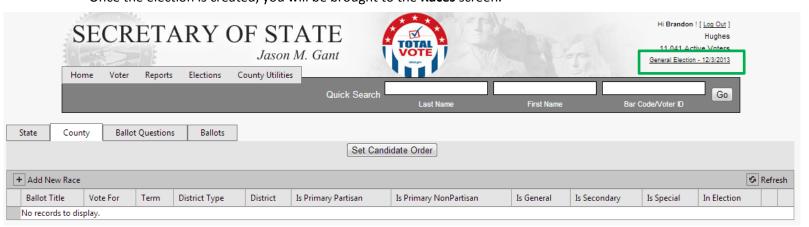


Using the screen shot on the previous page, if the election has already been created, select the appropriate election by clicking on **Select** (red box). After you have clicked on **Select**, the election that you selected will be highlighted in yellow. If the election has not been created, click on **Add new record** (green box).

Then, in the **Add new record** box, enter the appropriate information and click on **Insert**. Please note that when the **Date** of the election is entered, the **Registration Closed**, **Absentee Open** and **Absentee Closed** fields will be automatically populated with dates associated with a federal election. If you are running an election for a local jurisdiction (municipal, school, etc.), you will need to change the dates accordingly.

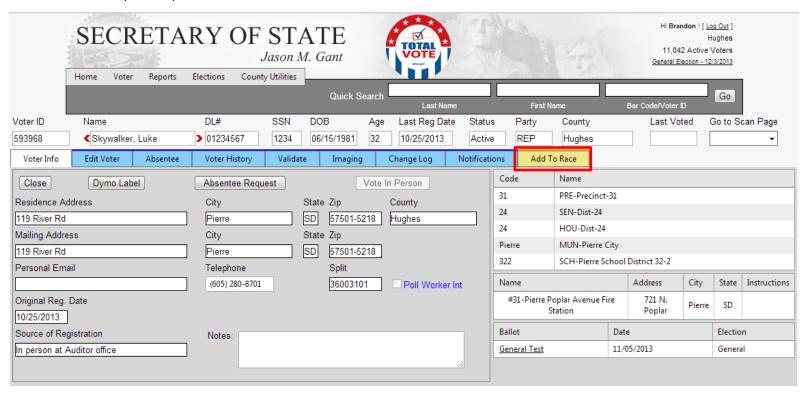


Once the election is created, you will be brought to the Races screen.

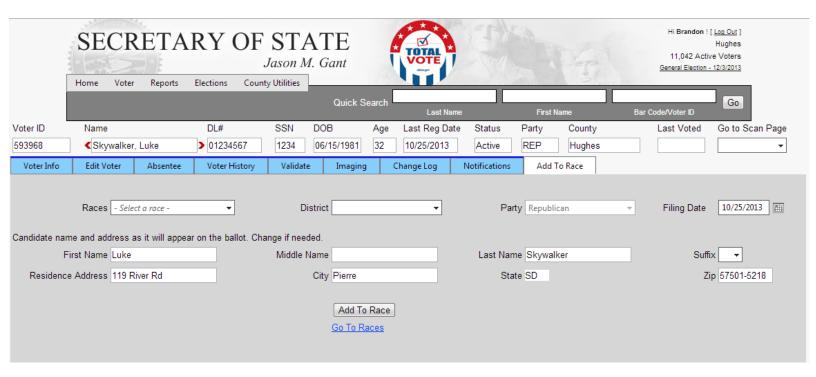


As you can see in the screen shot above, there are no races added yet for the election selected. You will see that election selected is the **General Election – 12/3/2013** (green box). Now you can begin to add candidates or ballot questions. To add a candidate, first search for the voter in either the **Quick Search** or **Data Generator**. After you search and select the appropriate voter, you will add the voter to a race from the actual voter record.

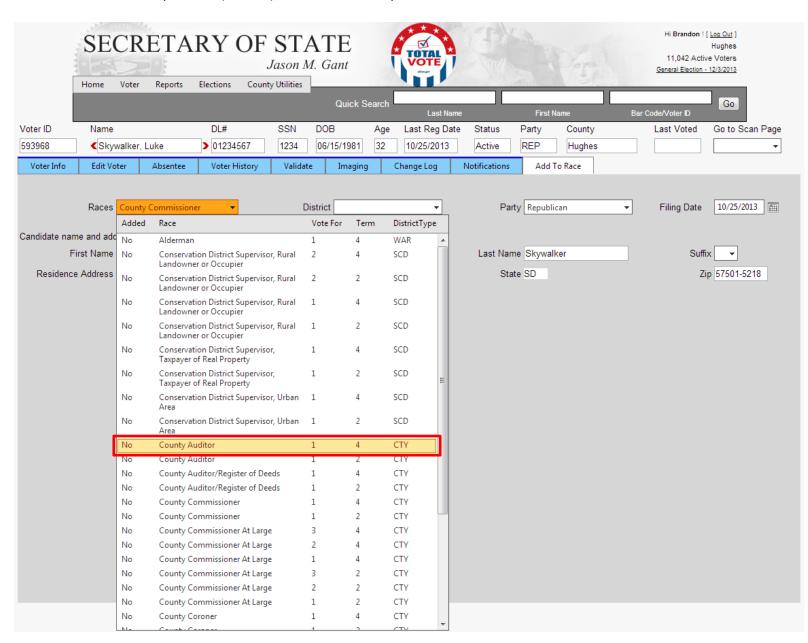
Once you have selected the appropriate voter that you would like to add to a race, select the **Add To Race** (red box) tab.



The fields on the **Add To Race** tab are populated based off of the voter's registration information. For example: Party, First Name, Middle Name, Last Name, Suffix, Residence Address, City, State and Zip are already populated if there is information for that voter (see below).

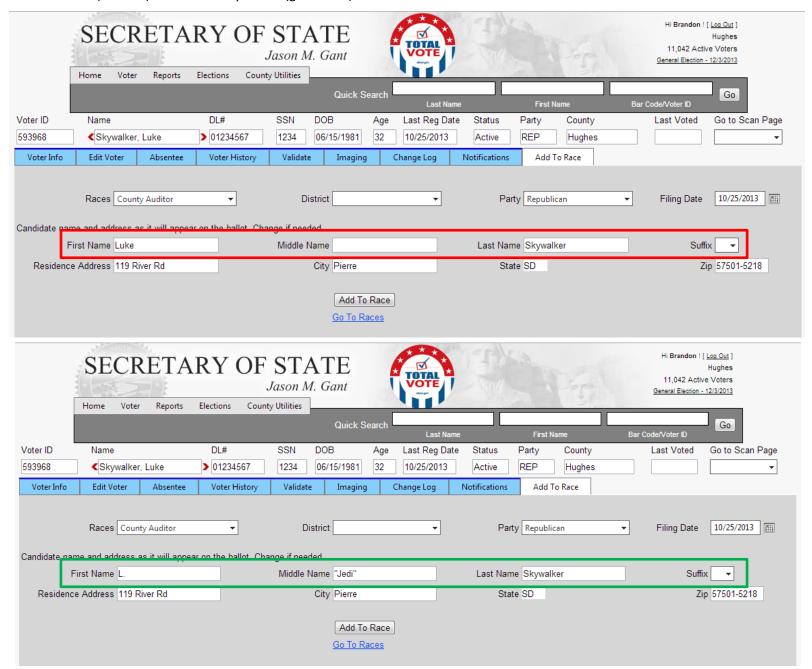


To start, select the race in which the candidate is running for by selecting the appropriate race from the **Races** drop-down menu. In the drop-down menu, there are 5 columns that tell you what you are selecting. The first column is the **Added** column and this column simply tells you if the race has been added or not. The next column is the **Race** column. The third column is the **Vote For** column which explains how many offices there are, followed by the **Term** column. The last column is the **DistrictType** column which tells you which district the race is for (i.e. Ward, County, etc.). For this example, I will select County Auditor (red box), voter for 1 for a 4 year term.



If the race is non-political, the **Party** field will change from their political party to **NON** for non-political. Their political party will not actually change on their voter record, only on the **Races** screen for that particular election.

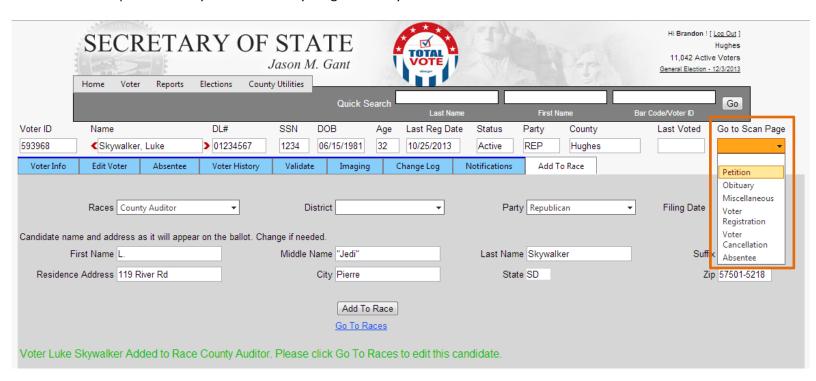
Since I selected County Auditor, the **District** will remain blank because that race affects the entire county. The **Filing Date** is populated with today's date. If the candidate wants their name to appear on the ballot as something different from their voter registration information, you will make the change in the **First Name**, **Middle Name**, **Last Name** and **Suffix** fields. For example, I will change Luke Skywalker (red box) to L. "Jedi" Skywalker (green box).



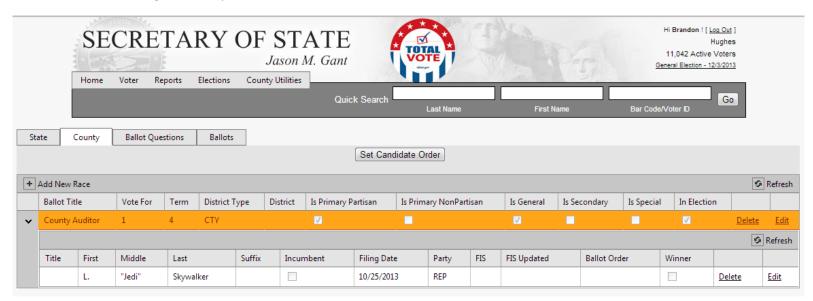
After you have made the necessary changes, click on the **Add To Race** button. After you have added the candidate to the race, you will see a message appear below the **Go To Races** link. For this example "Voter Luke Skywalker Added to Race County Auditor. Please click Go To Races to edit this candidate." appeared below after adding the candidate to the race (blue box).



Once you have added the candidate to the race, you can scan in the candidate's petitions by going to the **Go to Scan Page** and select **Petition** (orange box). Once you get to the Scan page, you can scan in the petitions like you would for anything else that you would want to scan into TotalVote.



On the Races screen, you will now see that L. "Jedi" Skywalker has been added to the County Auditor race in Hughes County for the General Election on 12/3/2013.



Repeat these same steps to add other candidates to a race. If the race has already been added, the next time you add a candidate to that race; the race will be at the top of the **Races** drop-down menu and will be highlighted in grey. You will also notice that in the **Added** column, No was changed to Yes.

